



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
DIVISION OF FIRE PREVENTION
ADMINISTRATIVE SERVICES SECTION
PERMITS AND LICENSES UNIT
3rd FLOOR, 500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243-1159
Phone (615) 741-1322 – Fax (615) 741-1583

**Application for Dealer's License
for the Sale and Handling of Liquefied Petroleum Gas and/or Containers**

1. Complete the entire application and submit the proper fee. See the list of operation types below for the fee amount. Checks or money orders should be made payable to the Department of Commerce and Insurance
2. The applicant must be at least 21 years of age.
3. The applicant must submit evidence of at least three (3) years experience in the liquefied petroleum gas business through a signed written statement from supervisor(s) or equivalent who worked with this person for a period totaling three years, or evidence of attendance at safety and handling training classes designed and established by the National Propane Gas Association.
4. Submit a certificate of liability insurance indicating coverage in minimum limits of five hundred thousand dollars (\$500,000.00) in the case of injury to any one (1) person or one million dollars (\$1,000,000) in the case of any one (1) accident, or by the execution and filing of a bond for a like amount or by the deposit of one million dollars (\$1,000,000.00) cash with the state fire marshal's office. Detailed insurance requirements are located at the end of this application.
5. The applicant and RME (except Class V) must both pass a state examination proving adequate knowledge of regulations promulgated by the state fire marshal's office.
6. Submit evidence of a completed, approved DOT inspection for all standard bob-tailed vehicles.
7. Installation of storage tanks and accessories as set forth in NFPA 58 for bulk storage must be completed. Notify this office when you are ready for final inspection of installation (except Class V).
8. Class I applicants must submit a plot plan showing proposed minimum 30,000 w.c. storage tank location, distance from property line, highway right of way, and buildings (50 feet minimum distance, 200 feet from main rail line or siding) pier and piping details, and industrial fencing of at least six (6) feet in height, with two means of access and egress. The location must be approved by the State Fire Marshal in advance of the application.
9. Class V applicants must submit blueprints and specifications in duplicate for each type of container, for approval by the Codes Enforcement Section of the State Fire Marshal's Office. (Tenn. Code Ann. §68-135-104).

Business Name _____

Ownership Type (partnership, corporation or sole proprietorship) _____

Mailing Address: Street _____

City _____ State _____ Zip _____

Site Address: Street _____

City _____ State _____ Zip _____

County _____ Telephone Number () _____ Fax () _____

Date of Origin of Business ____/____/____ Supplier _____

Satellite Storage Location _____
Address _____ County _____

Operation Type:

Class I: ____ Bulk Storage (Minimum 30,000 water gal. storage), \$150.00, Applicant/RME Test Required

Class II: ____ Bottle Storage (Minimum 500 water gal. storage or approved vehicle mounted 500 water gal. container), \$35.00, Applicant/RME Test Required
Will this dealer be filling cylinders by weight from approved mobile equipment? ____ Yes ____ No

Class III: ____ Service Station Operations (Refrigeration and/or motor fuel), \$35.00, Applicant/RME Test Required

Class IV: ____ LP Refineries, Jobbers, Sellers, \$150.00, Applicant/RME Test Required

Class V: ____ LP Container Sales, \$100.00, Applicant Test Required

To be filled out by the **applicant**, or for a firm or corporation, the person charged with active management

Name:_____

Print Full Name

Certification Number

Home Address: _____

City: _____

State: _____

Zip: _____

Phone # () _____

Social Security # _____

Birth Date _____

The applicant must designate a **Responsible Managing Employee (R.M.E.)** in this box (except Class V)
All R.M.E's must maintain compliance with state Liquefied Petroleum Gas Safety Regulations, Rule 0780-2-17.03
(Use space on back of application for additional R.M.E.s if needed)

Name:_____

Print Full Name

Certification Number

Home Address: _____

City: _____

State: _____

Zip: _____

Phone # () _____

Social Security # _____

Birth Date _____

Applicant's Signature

Date

ALL LICENSE'S EXPIRE DECEMBER 31 OF EACH YEAR

Detailed Insurance Requirements

<div><div>Class I</div><div>1. Manufacturers' and contractors' bodily injury liability insurance. Each person.....\$ 500,000 Each accident.....1,000,000 2. Manufacturers' and contractors' property damage liability insurance. Each accident.....\$ 500,000 Aggregate.....1,000,000 3. Products bodily injury liability insurance. Each person.....\$ 500,000 Each accident.....1,000,000 Aggregate.....1,000,000 4. Products property damage liability insurance. Each person.....\$ 500,000 Aggregate.....1,000,000 5. Automobile bodily injury liability insurance. Each person.....\$ 500,000 Each accident.....1,000,000 6. Automobile property damage liability insurance. Each accident.....\$ 20,000</div></div>	<div><div>Class II</div><div>1. Products bodily injury liability insurance. Each person.....\$ 500,000 Each accident.....1,000,000 Aggregate.....1,000,000 2. Products property damage liability insurance. Each accident.....\$ 500,000 Aggregate.....1,000,000 3. Automobile bodily injury liability insurance. Each person.....\$ 500,000 Each accident.....1,000,000 4. Automobile property damage liability insurance. Each accident.....\$ 20,000</div></div>
<div><div>Class III</div><div>1. Manufacturers' and contractors' bodily injury liability insurance. Each person.....\$ 500,000 Each accident.....1,000,000 2. Manufacturers' and contractors' property damage liability insurance. Each accident.....\$1,000,000 Aggregate.....1,000,000 3. Products bodily injury liability insurance. Each person.....\$ 500,000 Each accident.....1,000,000 Aggregate.....1,000,000 4. Products property damage liability insurance or garage liability bodily injury liability insurance. Each person.....\$ 500,000 Each accident.....1,000,000 Aggregate.....1,000,000 5. Garage liability property damage liability insurance. Each accident.....\$ 1,000,000</div></div>	<div><div>Class IV</div><div>1. Manufacturers' and contractors' bodily injury liability insurance. Each person.....\$ 500,000 Each accident.....1,000,000 2. Manufacturers' and contractors' property damage liability insurance. Each accident.....\$ 500,000 Aggregate.....1,000,000 3. Products bodily injury liability insurance. Each accident.....\$ 500,000 Aggregate.....1,000,000 4. Products property damage liability insurance. Each person.....\$ 500,000 Aggregate.....1,000,000 5. Automobile bodily injury liability insurance. Each person.....\$ 500,000 Each accident.....1,000,000 6. Automobile property damage liability insurance. Each accident.....\$ 20,000</div></div>
<div><div>Class V</div><div>1. Manufacturers' and contractors' bodily injury liability insurance. Each person.....\$ 500,000 Each accident.....1,000,000 2. Manufacturers' and contractors' property damage liability insurance. Each accident.....\$ 1,000,000 Aggregate.....1,000,000 3. Products bodily injury liability insurance. Each person.....\$ 500,000 Each accident.....1,000,000 Aggregate.....1,000,000</div></div>	



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
STATE FIRE MARSHAL'S OFFICE
ADMINISTRATIVE SERVICES SECTION
Permits and Licenses Unit
500 James Robertson Parkway, 3rd Floor
Nashville, TN 37243
Phone: (615) 741-1322, Fax: (615) 741-1583

LP Gas Dealer Change of Designated Responsible Managing Employee (R.M.E.)

Company Name

License Number

Site Address

City, State, Zip

I, _____, am the **APPLICANT** at this facility.
Print Name Certification Number

AND

I hereby add the person(s) identified below as newly designated R.M.E.(s) at the site identified above and they will comply with state Liquefied Petroleum Gas Safety Regulations, Rule 0780-2-17-.03 in its entirety. (Individuals that have not passed the state exam cannot be R.M.E.s. Submit their name, home address, home phone number and social security number on the back of this form to begin the examination process.)

Name and Certificate Number

Name and Certificate Number

I hereby remove the following person(s) as designated R.M.E.(s) at the site identified above (At least one R.M.E. must be designated at every site location).

Name and Certificate Number

Name and Certificate Number

Applicant

Date



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
DIVISION OF FIRE PREVENTION
ADMINISTRATIVE SERVICES SECTION
PERMITS AND LICENSING UNIT
3RD FLOOR DAVY CROCKETT TOWER
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243-1159
(615) 741-1322 FAX (615) 741-1583**

TO: ALL CLASS I, II, AND III L. P. GAS DEALERS

SUBJECT: TRANSPORTATION OF FILLED L.P. GAS CYLINDERS

The Applicants and Responsible Managing Employees of any facility where L. P. Gas cylinder filling and exchange takes place, need to be instructed on the procedures for handling and placing of cylinders inside a vehicle for transport and practice these guidelines any time a customer is going to transport his or her filled L.P. Gas cylinder.

- 1) Containers shall not be placed inside the passenger compartment of any vehicle, except as stated in paragraph 6-2.2.5 of the 1992 edition of the NFPA 58, *Standard for the Storage of Handling Liquefied Petroleum Gases*, published by the National Fire Protection Association (1-800-344-3555). **Exception:** Closed-bodied vehicles such as passenger cars, vans, and station wagons shall not be used for transporting more than 215 lb. water capacity (nominal 90 lb. L.P. Gas capacity), but not more than 108 lb. water capacity (nominal 45 lb. L.P. Gas capacity) per cylinder unless the driver's and engine compartments are separated from the cargo space by a vapor tight partition with no means of access to the cargo space.
- 2) Containers placed in the trunk of a vehicle shall be placed in the upright position and securely fastened to minimize the possibility of movement, tipping, or physical damage.
- 3) Containers placed in the cargo bed or compartment of a truck or van shall be secured by a strap or chain to properly secure them in an upright position and to prevent the unfettered movement of the cylinder while the vehicle is in motion.
- 4) Customers shall be informed of the importance of delivering the filled L.P. Gas container immediately to their home or place of business and removing it from the vehicle. Failure to do so, especially during hot weather, may cause the safety relief valve to discharge, releasing L.P. Gas vapors. These vapors are heavier than air and will settle to the lowest point and may be ignited by a lighted cigarette, hot muffler, hot engine, or open electrical circuit.

If you have any questions regarding the proper handling or storage of L.P. Gas cylinders, please contact the Codes Enforcement Section at (615) 741-7190.



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ADMINISTRATIVE SERVICES SECTION
PERMITS AND LICENSES UNIT
500 JAMES ROBERTSON PARKWAY, THIRD FLOOR
NASHVILLE, TENNESSEE 37243
TELEPHONE: 615-741-1322 FAX: 615-741-1583**

TO ALL CLASS I LP GAS DEALERS:

In addition to the plot plan requirements as set forth in the Class I LP Gas Dealership Requirement Letter in your application package, the Codes Enforcement Section will need to have the following information included on your plot plan:

- 1) Company name, address, city and county where the property is located.
- 2) Clearance distances from overhead power lines (NFPA 58 3-2.2.7(j)), roads, property lines, buildings and adjacent tanks. (NFPA 58 Table 3-2.2.2), and railroad tracks (200' required by TCA 68-101-105(a)).
- 3) Tank capacity in water gallons.
- 4) Protection of tank area with a six feet high fence. Show limits of fencing and two access gates. (NFPA 58 3-3.6).
- 5) Tank manufacturer's data plate specification sheet (include this on a separate sheet).

In addition to the site plan, please prepare and submit your Fire Safety Analysis for this site, reviewed and signed by an owner's representative and the local fire chief (NFPA 58 3-10.2.3). Include information such as (1) local conditions of hazards within a container site – systems in place to mitigate problems with liquid transfer operations, (2) exposure to and from other properties – distances and descriptions of important buildings within 2,500 feet of the site, (3) the available water supply – availability, quantity, and reliability, (4) the probable effectiveness of plant fire brigades – emergency plan for plant employees, and (5) the time of and probable effectiveness of the fire department(s) – response time and the fire department's equipment and manpower.

You must include all requested information on the plot plan. This will help speed the approval process. If the plot plan doesn't have all required items, your permit will not be approved and you will have to resubmit. Should you have any questions concerning this requirement, or need assistance with your plot plan, please contact the Codes Enforcement Office at 615-741-7190.



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THIRD FLOOR
NASHVILLE, TENNESSEE 37243
Phone (615) 741-2981 – Fax (615) 741-1583**

L.P. Gas Study Material

The reference materials should be limited to the 1999 edition of NFPA 54, National Fuel Gas Code, and the 1998 edition of NFPA 58, Standard for Storage and Handling of L.P. Gas, and the Tennessee Laws, Rules and Regulations. Your propane supplier may be able to provide you with NFPA 54 and 58 or you may call N.F.P.A. at 1-800-344-3555.